

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	210.100	1 of 1	January 1, 2019 Revised April 13, 2022
Subject TRAVEL – GENERAL – GENERAL INFORMATION			

1. All employees shall provide themselves with sufficient funds for all current expenses.
2. Allowable reimbursement shall be limited to subsistence of meals, lodging, transportation, and other actual and necessary travel expenses incurred by an employee in the performance of official duties, subject to applicable limitations. Funds for personal mileage are reimbursed at the applicable rate allowable per mile. See Procedure 210.130(1).
3. All official travel shall be authorized by the employee's Department Head or the designated representative prior to travel whenever possible.
4. Reimbursement for transportation approved by the Department Head or the designated representative shall be for the most economical or advantageous mode and the usual traveled route. See Procedure 210.200 1.c.
5. Reimbursement for travel expenses must be submitted within 30 days of completion of travel to the reimbursing department.